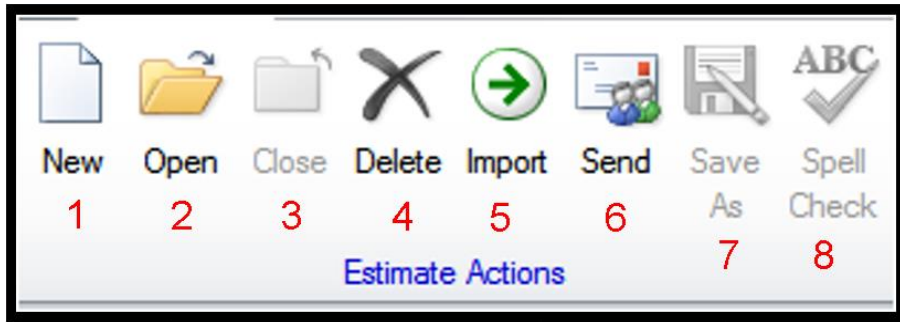


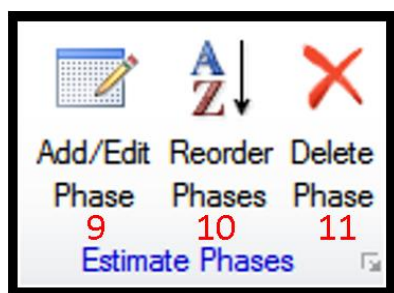
LEARNING THE ESTIMATE TAB

Welcome to this tutorial on getting to know the Estimates Tab. The Estimate Tab is divided into seven different sections. Lets learn each option and their meanings starting with section one 'Estimate Actions'



1. **'New'** Selecting 'New' is where to begin when starting an estimate
2. **'Open'** Select to open any existing estimate already created.
3. **'Close'** Select to close any estimate you are currently working on.
4. **'Delete'** Select to delete any existing estimate.
5. **'Import'** Select the import option to import an estimate (.xml file) into the Advantage 6 program.
6. **'Send'** Select 'Send' to send a copy of your estimate anywhere on your computer, one drive, usb etc.....
7. **'Save As'** Select 'Save As' to duplicate an estimate and save it under a different name.
8. **'Spell Check'** Is just for that, to spell check your finished estimate to correct any spelling errors.

Next we have "Estimate Phases" which gives you three different options.
Let's take a look.

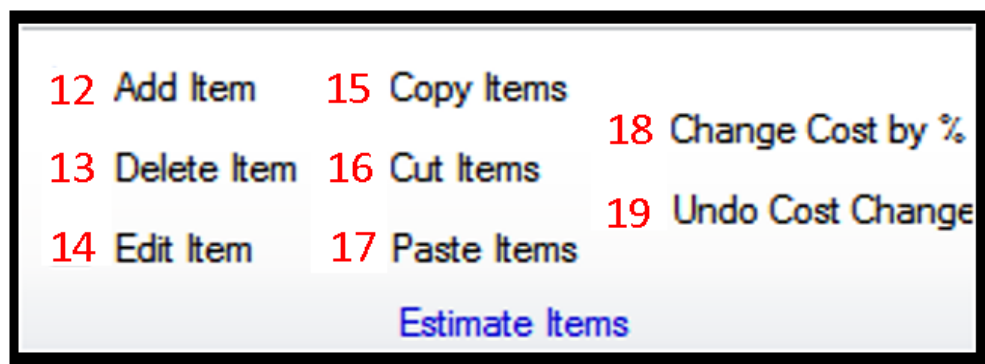


9. **'Add/Edit Phase'** Allows you to add a phase to your estimate or edit an existing one.

10. **'Reorder Phases'** Gives you the option to change the order in which your phases will appear in your estimate.

11. **'Delete Phase'** When selected will delete any estimate you prompt it to.

The next section, 'Estimate Items'.



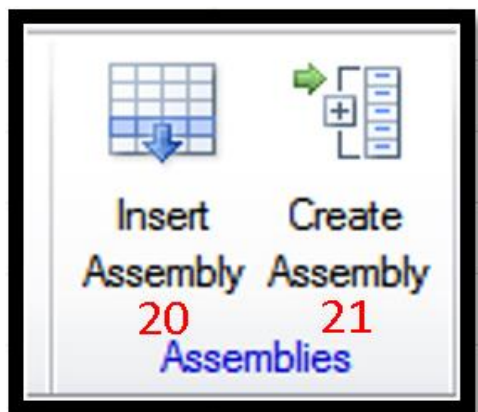
12. **'Add Item'** Will add a single line item to the estimate. You can enter a HomeTech line item or a custom line item for the estimate you have open

13. **'Delete Item'** Allows you to delete cost items you do not want in the estimate

14. **'Edit Item'** Brings up a specialized editing form for the selected cost item , allowing you to edit the item.

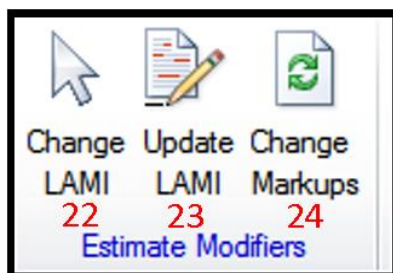
15. **'Copy Item'** Copies selected items from the estimate into the clipboard so you can paste them to another location in your estimate
16. **'Cut Item'** Also copies the selected item to the clipboard, however it cuts then deletes the data from the original location
17. **'Paste Items'** Inserts the information from the clipboard into the new location
18. **'Change Cost by %'** Brings up a window where you can alter the material and labor costs of a division by a percentage. For example, use this command to increase the cabinet material costs by 15% if you are installing a higher cost cabinet.
19. **'Undo Cost Change'** Reverses change cost by %

Next section 'Assemblies'



20. **'Insert Assembly'** Choose this option to insert an assembly, which are pre-made templates, to your estimate.
21. **'Create Assembly'** Selecting this option allows you to create your own custom assembly to add to your estimate.

Estimate Modifiers'

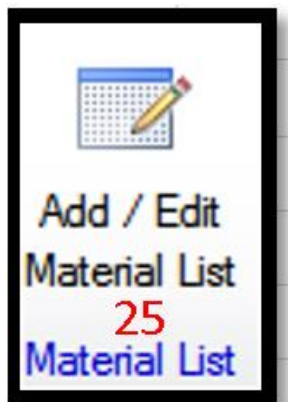


22. **'Change LAMI'** Allows you to change your LAMI (pricing for your local area)

23. **'Update LAMI'** Selecting the update LAMI option gives you the opportunity to update just the LAMI's in your current estimate you have open.

24. **'Change Markups'** Allows you to change the markups for the customer you are currently working on.

And for the last two



25. **'Add/Edit Material List'** Here is where you can add materials needed for a job or you can edit materials already in the list.



26. **'Assign Contractor'** With this option you can assign a contractor from your contractor list.